



## JOB SPECIFICATION

Code 17230

# **ELECTRICAL INSPECTOR SUPERVISOR**

### **General Purpose**

Under general supervision, assign, coordinate, supervise and conduct field inspections of new and existing commercial and residential electrical systems and construction to enforce compliance with applicable electrical codes.

### **Typical Duties:**

Plan, prioritize, and assign day to day work activities to electrical inspectors. Involves: Provide compliance with approved plans, specifications and applicable local, state and national codes, regulations and standards governing construction, alteration and repair of buildings. Monitor inspection results are posted and the uniform application of codes and regulation. Provide updated information, interpretation and explanation of electrical codes to contractors, engineers, architects and other inspectors. Monitor electrical contractors on major construction projects. Assure construction is being performed by licensed contractors under City issued permits. Investigate and respond to complaints regarding illegal construction, safety or hazardous conditions. Issue stop orders, corrective actions or citations depending on the situation. Testify in court and before City boards and Commissions, as required. Review blueprints at office and during onsite inspections. Research and review new or proposed codes, regulations and guidelines.

Supervise assigned personnel. Involves: Prioritize, guide and check work. Appraise employee performance. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, disciplinary action, merit pay or other employee status changes.



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### ***Knowledge, Skills, and Abilities***

- Application of comprehensive knowledge of the principles, methods and materials of electrical construction.
- Application of comprehensive knowledge of national, state and local regulations and professional standards related to electrical construction codes.
- Application of comprehensive knowledge of electrical code inspection and enforcement.
- Application of good knowledge of supervisory practices and procedures.
- Application of good knowledge of public relations methods to persuade or mediate issues.
- Application and use of standard electrical construction and measurement instruments; and computerized data collection, both office and field devices.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, building codes, ordinances and standards.
- Interpretation of building plans, blueprints and diagrams specific to electrical building codes and regulations.
- Establish and maintain of effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the public.
- Clear, concise oral and written communication to present technical instruction and direction to electrical inspectors, construction project foreman or superintendents, electrical contractors;prepare reports.

### ***Other Job Characteristics***

- Frequent exposure to hazardous conditions, high voltage, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate members of the public.
- Regular driving through city traffic.

### ***Minimum Qualifications***

**Education and Experience:** Equivalent to a combination of a high school diploma or GED, and two (2) years of electrical code enforcement experience.

**Licenses and Certificates:** Certification by International Code Council as a Commercial Electrical Inspector by time of application and as an Electrical Plans Examiner within one (1) year of appointment. Journeyman Electrician License, and valid Texas Class "C" Driver's License or equivalent from another state required by time of application.